



505 Third Street
Hudson, Wisconsin 54016-1694
www.hudsonwi.gov

Michael Mroz
Public Works & Parks Director
mmroz@ci.hudson.wi.us
(715)716-5746

Deb Andrews
Executive Assistant
dandrews@ci.hudson.wi.us
(715)381-4599

**CITY OF HUDSON
PUBLIC WORKS COMMITTEE AGENDA
CITY HALL COUNCIL CHAMBERS
505 THIRD STREET, HUDSON, WISCONSIN
Monday, November 11, 2019 – 5:30 p.m.**

1. Consideration of Public Works Committee Meeting Minutes – October 1, 2019
2. Public Comments
3. Unfinished Business
(Consideration and action on items postponed or referred to in a previous meeting)
4. New Business
(Action on newly introduced motions, ordinances, resolutions, or other matters)
 - a) Discussion on the Refuse/Recycling 5-year Contract with Advance Disposal
 - b) Review the proposed changes to the Urban Forestry Tree Ordinance, Chapter 229
 - c) Review draft standard operating procedures for the Urban Forestry program
 - d) Discussion on the fee structure for parking lot closure requests
 - e) Discussion and possible action on the addition of School Speed Limit signage on Oak St.
5. Project Update: Public Works
6. Items for Future Agendas.
7. Adjournment.

Jim Webber
Chairman

Posted in City Hall lobbies and on city website www.ci.hudson.wi.us on 11-5-2019

Notice is hereby given that a majority of the City Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village BD, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Council will not take any formal action at this meeting.

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
OCTOBER 1, 2019

MEMBERS PRESENT Jim Webber, Paul Deziel, Sarah Atkins Hoggatt

OTHERS PRESENT Michael Mroz, Marion Webber

Roll call taken. Chairman Webber called the meeting to order at 6:10 p.m.

PUBLIC WORKS COMMITTEE MEETING MINUTES MOTION BY Deziel, second by Webber to approve the September 26, 2019, 2019 Public Works Committee meeting minutes. MOTION CARRIED.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

DISCUSSION ON REFUSE/RECYCLING 5-YEAR CONTRACT Mroz stated a meeting was held with representatives from Advance Disposal and city staff to discuss the refuse and recycling contract that expires on December 31, 2019. He stated that pricing for a one-year contract and a five-year contract will be available at an upcoming meeting which will include options for a weekly verse the current bi-weekly pickup of recycling.

DISCUSSION ON THE MEMORIAL POLICY Mroz stated review of the Memorial policy was a directive from the Council at a previous meeting. The Committee discussed the Memorial Policy that was adopted in May 2019 and recommended a form be available for applicants requesting public space for the placement of a memorial and to follow the procedures outlined.

MOTION by Atkins Hoggatt, second by Deziel to recommend staff to include a form with the Memorial policy for applicants to use a guide and to follow the process as stated in the policy. MOTION CARRIED.

2020 PUBLIC WORKS OPERATING BUDGET Mroz provided a narrative of the proposed 2020 Public Works operating budget. Noted an overall increase of 8% is to accommodate increases to utilities, buildings, street painting, ice control chemicals and urban forestry.

Mroz stated the need to repair the City Hall cupola which has had on going leaking primarily during and after inclement weather. Mroz estimated the cost to be \$6,000. The overall Committee recommended these repairs be requested as a capital improvement request rather than include it in the operating budget.

Mroz stated the Emergency Management/Disaster Control and the Dams budgets currently fall under the Public Works budget. He stated these are expected to be removed and managed by other departments.

Mroz noted the \$5,000 increase in contracted services will be used for weed control on city right of ways. He explained the application process has been done in house over the years and is recommended looking at alternative, more environmental options to control the weeds.

Mroz stated the increase in roadway supplies is primarily to cover the increase of street paint used for crosswalks, curb and gutter, parking lots, etc. He added that the paint being used is eco-friendlier and must be reapplied on a 2-year cycle and in some areas annually.

PUBLIC WORKS COMMITTEE MEETING
CITY HALL COUNCIL CHAMBERS
OCTOBER 1, 2019

Mroz stated the ice control chemicals used on the streets increased by \$4.05 per ton which creates the \$25,000 increase. The city falls under the state salt bid pricing and must purchase the annual requested amount of 1600 ton with a reserve of 320 ton. He did mention a \$20,000 contingency for snow removal operations has been set aside for unexpected snow related issues.

Mroz stated the change over to LED street lighting done in 2017-2018 has indicated an overall decrease in the city owned lights.

Mroz stated funding for the injections treatment of ash trees was increased by \$6,000. He noted the treatment of the trees are on a three-year cycle or 40 trees per year.

MOTION by Atkins Hoggatt, second by Deziel to recommend approval of the 2020 Public Works operating budget as presented and to remove the \$6,000 allocated for the cupola repairs from the operating budget. MOTION CARRIED.

2020 STORMWATER UTILITY BUDGET Mroz is requesting a part time employee to take over the sweeping job responsibilities to free up a full-time person. He noted a decrease in the sweeping and overall in the engineering due to the hiring of a new city engineer. He stated the current rates for one storm water residential unit is \$12.00 per quarter and expected revenues to be \$595,960.

MOTION by Deziel, second by Atkins Hoggatt to recommend approval of the 2020 Stormwater Utility budget as presented. MOTION CARRIED.

PROJECT UPDATES

Vine Street Project: Mroz sated the signage, painting and boulevard restoration is complete.

Street Light Replacement: Mroz stated the materials have been received for the project and is expected to begin soon.

Storm Sewer Repair Project: The stormwater repair projects are nearly complete.

City Hall Window Replacement: Mroz stated the window replacements at City Hall are underway.

ITEMS FOR FUTURE AGENDAS The next Public Works Committee meeting will be scheduled for Monday, December 9, 2019 at 5:00 p.m.

MOTION by Deziel, second by Atkins Hoggatt to adjourn the meeting. 7:50 p.m. MOTION CARRIED. Submitted by,

Deb Andrews
Secretary



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Public Works Committee

FROM: Michael Mroz; Director of Public Works

DATE: November 5, 2019

SUBJECT: Discussion on the Refuse/Recycling 5-year contract with Advanced Disposal

BACKGROUND:

The current city-wide refuse and recycling contract with Advanced Disposal expires on December 31st, 2019. Staff have begun negotiations on a new 5-year contract extension. The following is a list of rate differences from 2019 to 2020 along with rate adjustments for weekly vs bi-weekly recycling. Keep in mind that recycling is all or nothing. Individual property owners cannot select weekly vs bi-weekly, the entire City must be one or the other.

Bi-Weekly Recycling Service (current pickup schedule)

2019

| CONTAINER SIZE | 35 GAL. | 65 GAL. | 95 GAL. |
|----------------------------------|---------|---------|---------|
| CONTRACTOR FEE | \$8.61 | \$9.77 | \$11.29 |
| RECYCLING FEE EOW 64 GAL CART | \$3.15 | \$3.15 | \$3.15 |
| TOTAL RESIDENTIAL MONTHLY RATE | \$11.76 | \$12.92 | \$14.44 |

2020

| CONTAINER SIZE | 35 GAL. | 65 GAL. | 95 GAL. |
|----------------------------------|---------|---------|---------|
| CONTRACTOR FEE | \$9.75 | \$11.00 | \$12.70 |
| RECYCLING FEE EOW 64 GAL CART | \$4.50 | \$4.50 | \$4.50 |
| TOTAL RESIDENTIAL MONTHLY RATE | \$14.25 | \$15.50 | \$17.20 |

Weekly Recycling Service (optional)

| CONTAINER SIZE | 35 GAL. | 65 GAL. | 95 GAL. |
|----------------------------------|---------|---------|---------|
| CONTRACTOR FEE | \$9.75 | \$11.00 | \$12.70 |
| RECYCLING FEE EOW 64 GAL CART | \$7.50 | \$7.50 | \$7.50 |
| TOTAL RESIDENTIAL MONTHLY RATE | \$17.25 | \$18.50 | \$20.20 |

Discussions at the previous Public Works committee meeting was to entertain a 1-year contract and then proceed with and RFP for refuse and recycling services for 2021 however this would dramatically increase prices by \$5.00 per month for total monthly rate on top of the increased price from 2019-2020.

STAFF RECOMMENDATION

Services provided by Advanced Disposal are adequate and rates are competitive with other local communities, staff recommends entering into a 5-year contract with Advanced Disposal with the Public Works committee choosing between bi-weekly v. weekly recycling pick-up.

ACTION REQUESTED:

Approve a new 5-year contract with Advanced Disposal for continued refuse and recycling services.



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TO: Public Works Committee

FROM: Michael Mroz; Director of Public Works

DATE: November 5, 2019

SUBJECT: Review the proposed changes to the Urban Forestry Tree Ordinance, Chapter 229

BACKGROUND:

As part of the 2019 Wisconsin DNR Urban Forestry Grant, the City of Hudson hired Bluestem Forestry LLC to update section 229 of the city ordinances; Urban Forestry. The reason for the update is as follows;

- a) Expanded, more detailed definitions
- b) Increased detail of City Foresters powers and duties
- c) Identifies public planting areas including new subdivisions
- d) Details Declaration and Abatement of Public Nuisance trees
- e) Updated appeal process for abatement notice
- f) Expounds on Planting and Removal chapters

ACTION REQUESTED:

Following review and discussion of the amendments, staff recommends approval of the updates to Chapter 229, which will be forwarded onto City Council.

CHAPTER 2

CITY FORESTER AND FORESTRY

Section

229.10 Intent and Purpose

229-11 Definitions

229-12 City Forester

229-13 Public Areas Plantings

229-14 Public Nuisance, Declaration and Abatement

229-15 Assessment of Costs of Abatement

229-16 Appeal from Order of City Forester

229-17 Prohibited Acts Regarding Public Trees and Shrubs

229-18 Planting

229-19 Pruning

229-20 Removal

229-21 Emergencies

229-22 Severability

DRAFT

229-10 INTENT AND PURPOSE.

Having determined that a well-managed urban forest provides many benefits to the city, its residents and visitors, it is hereby declared to be the policy of the City of Hudson, Wisconsin, to regulate, finance, and control the planting, removal, maintenance, and protection of trees and shrubs upon or in all public areas of the city in order to:

- (a) Promote and enhance the aesthetics and general welfare of the city.
- (b) Eliminate and guard against dangerous conditions which may result in injury to persons using the public areas of the city.
- (c) Prevent damage to any public sewer, water main, street, sidewalk, or other public property.
- (d) Protect trees and shrubs in public areas from undesirable and unsafe planting, removal, maintenance and protection practices.
- (e) Protect all trees and shrubs from the damaging effects of construction, alteration or repair of utility facilities and other improvements in any public area.
- (f) Guard all trees and shrubs both public and private, within the city against the spread of disease, insects, or pests.

The provisions of this ordinance shall apply to all trees and shrubs presently or hereafter planted in or upon any public area; and also to all trees and shrubs presently or hereafter planted in or upon any private premises which shall endanger the life, health, or safety of persons or property.

229-11 DEFINITIONS.

(1) The language in the text of this chapter shall be interpreted in accordance with the following rules of construction:

- (a) The singular number includes the plural number, and the plural the singular.
- (b) The word "shall" is mandatory; the word "may" is permissive.

(2) In this chapter, unless the context clearly requires otherwise, the following words and phrases shall be defined as follows:

- (a) "City" is the City of Hudson, Wisconsin.

(b) "City Forester" shall mean the person designated by the city under section 229-13 of this chapter, or his/her duly authorized representative designated to perform inspection or otherwise enforce the provisions of this chapter.

(c) "Advisory Board" shall mean the Urban Forestry Board of the City of Hudson as constituted under the Municipal Code of the City of Hudson.

(e) "Maintenance and Protection" shall include all operations of trimming, pruning, spraying, injecting, fertilizing, treating, bracing, cabling and cutting any tree or shrub above or below ground.

(f) "Permit" shall mean written permission from the City Forester to perform maintenance and protection on any public tree or shrub. It shall also mean written permission from the City Forester to perform a tree planting (as defined in section 229—18). Any permit may include specifications which shall be complied with, and any special provisions applicable to the purpose of the permit.

(g) "Person" shall mean any individual, firm, partnership, association, corporation or government entity.

(h) "Public way" shall include all public streets, roads, boulevards, median strips, alleys, and sidewalks.

(i) "Public area" shall include all public ways, parks, and other lands owned, controlled, or leased by the city.

(j) "Public nuisance" shall mean any tree or shrub or part thereof which by reason of its condition and location has been declared to be a public nuisance under section 229-15 of this ordinance.

(k) "Tree" shall mean a woody plant **usually** with a single stem unbranched at the base, reaching a height of twelve feet or more.

(l) "Shrub" shall mean a woody plant usually with multiple stems branched at or near the base, reaching a height of less than twelve feet.

(m) "Public trees and shrubs" shall mean any tree or shrub as herein defined, presently or hereafter planted in or upon any public area.

(n) "Street tree" shall mean any public tree presently or hereafter located in the public way between the curb and public sidewalk, or between the curbs of a median strip, or in the equivalent location with respect to future curb, sidewalk or median strips where such curbs or sidewalk are not yet installed.

(o) "Topping", also known as heading, hat racking, dehorning or rounding over shall mean the cutting of large diameter branches at a point between lateral shoots thereby leaving stubs, and resulting in substantial size reduction and destruction of the natural form and shape of a mature tree.

(p) "Tree protection zone" shall mean a zone of protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The radial dimension from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter of said tree as measured at four and one half (4 ½) feet above ground surface level, and is further defined in the "Forestry Specifications for Construction on Public Lands" as adopted in section 229-21 of this ordinance.

(q) "Vision Triangle" shall mean a triangle-shaped area formed by existing connecting curb lines of two intersecting streets, roads, or alleys and a third line connecting the curb lines at a distance of 15 feet in each direction; within that area there can be no lateral limbs or foliage between 2 ½ feet and 10 feet above the center line grades.

229-12 CITY FORESTER.

(1) Powers and Duties. The City Forester, subject to the direction and supervision of the Director of Public Works and Parks, shall have the following general powers and duties:

(a) To direct, manage, supervise, and control the city's forestry program to include the planting, removal, trimming, maintenance, and protection of all trees and shrubs in or upon all public areas of the city; to supervise public works department personnel and private contractors in the planting, removal, trimming, maintenance, and protection of said trees and shrubs.

(b) To cause the provisions of this ordinance to be enforced.

(c) To guard all trees and shrubs within the city against the spread of plant diseases, insects or pests; to eliminate conditions which may endanger the life, health, or safety of persons or property.

(d) To use all available means of communication to inform the public concerning the forestry program and tree and shrub care. The City Forester shall, upon request by the owner or occupant of private property, examine and recommend the proper care or treatment of trees or shrubs, to be effected by the owner at his expense. There shall be no charge to the owner for the examination.

(e) To implement and direct the City Urban Forestry Management Plan(s).

(f) Such other powers and duties as are provided by the laws of Wisconsin, particularly sections 27.08 and 27.09 of the Wisconsin statutes, by ordinances of the City of Hudson, and by direction of the Advisory Board.

(2) Authority to Preserve and Remove Public Trees and Shrubs. The City Forester shall have the authority to plant, remove, maintain, and protect all public trees and shrubs or cause such work to be done as may be necessary to preserve the beauty of public areas, and to protect life and property.

(3) Authority to Enter Private Premises. The City Forester or his/her authorized representative shall have the authority to enter upon private real estate, excluding any buildings thereon, at reasonable times for the purposes of examining or taking the necessary samples of any suspected nuisance tree or shrub located upon or over such premises, and enforcing the provisions of this ordinance. All nuisance trees and shrubs to be removed pursuant to Section 229-14 of this ordinance may be appropriately marked by the City Forester.

(4) Interference Prohibited. No person shall interfere with the City Forester or his/her authorized representative while engaged in the execution or enforcement of this ordinance. If a request to inspect such trees or shrubs is denied by the person responsible for the property, an inspection warrant may be obtained pursuant to Wis. Stats. §66.0119.

229-13 PUBLIC AREAS PLANTINGS

(1) Subdivision or Plat of Record. Public plantings shall be under the control of the City Forester. A determination shall be made as to the best suited species at a planting site in regard to growth habits, shape, form, health, disease and pest resistance, conflicts with wires, lights, pavements, traffic, pedestrians, sewers, water mains, space availability and environmental pollution. The locations for plantings shall be determined by the City Forester. Except as hereinafter provided, the cost of planting, removal, maintenance and protection of all trees and shrubs in public areas shall be borne by the City. The cost of boulevard and traffic circle plantings shall either be wholly the responsibility of the City or may be shared by the City and a permit holder (subdivider, builder contractor, homeowner, etc.) as determined by the policy of the Advisory Board.

(2) New Subdivisions. Plats or Certified Survey Maps that create new public right-of-way shall include with their development drawings a tree planting plan approved by the City Forester. The plan shall provide for trees to be installed in boulevards, and traffic circles and the plan shall be subject to all provisions of this ordinance and § 255-34. The cost of preparing and implementing this plan shall be borne by the subdivider. The subdivider shall be responsible for replacing trees that die within one year of planting. The owner of a lot shall be responsible for all tree relocation or replacement costs due to their actions or construction.

229-14 PUBLIC NUISANCE, DECLARATION AND ABATEMENT.

(1) The common council hereby declares any of the following to be a public nuisance and therefore subject to abatement pursuant to this section:

(a) Any tree or shrub or part thereof located upon any public or private property, which by reason of its condition interferes with the use of a public area, is infected with an infectious plant disease, is infested with injurious insects or pests, is injurious to public improvements, is dead or cannot substantially support foliage, or endangers the life, health or safety of persons or property.

(2) Public nuisances prohibited. No person shall permit any public nuisance as defined in subsection (1) of this section to remain in or upon any premises owned or leased by that person within the city.

(3) Abatement of Public Nuisances.

(a) Public Areas. Whenever the City Forester shall find on examination that a public nuisance as herein defined exists upon any public area, he/she shall immediately cause such nuisance tree, shrub, or part thereof to be treated, trimmed, removed, or otherwise abated in such a manner as to destroy or prevent the spread or continuance of the nuisance. The manner in which the nuisance shall be abated shall be determined by the City Forester.

(b) Private Premises. If the City Forester shall determine with reasonable certainty upon inspection or examination that any nuisance tree or shrub as herein defined exists in or upon any private premises within the city, he/she shall notify the owner of such premises, or his agent, in writing that said nuisance tree or shrub must be treated, trimmed, removed, or otherwise abated. Said written notice shall specify the nature and exact location of the nuisance, the manner in which the nuisance shall be abated, and the time limited in which the nuisance shall be abated which shall not be less than thirty (30) days after issuance of said notice unless the City Forester shall determine that immediate action is necessary for the public safety.

(c) Abatement by City. If the owner of such private premises, or his/her agent, shall refuse or neglect to comply with the terms of the written notice within the time specified, the City Forester shall cause the public nuisance to be abated and shall report the expense thereof to the City Clerk who shall enter it as a charge against the property upon which the nuisance is located. No damage shall be awarded to the owner for the destruction of trees or shrubs pursuant to this section.

229-15 ASSESSMENT OF COSTS OF ABATEMENT

(1) The cost of abating a public nuisance located on private premises shall be assessed as a special charge to the property on which such public nuisance is located as follows:

(a) The City Forester shall keep a strict account of the cost of such work and the amount chargeable to each lot or parcel and shall report such work, charges, description of lands to which charged and names and addresses of the owners of such lands to the and subsequently the Common Council on or before October 15 of each year.

(b) Upon receiving the City Forester's report, the Council shall hold a public hearing on such proposed charges, giving at least fourteen (14) days' advance notice of the time, place and purpose of such hearing to interested persons by publication in a newspaper of general circulation in the municipality and by mail to the owner of each property proposed to be charged. Each property owner shall be notified of the amount proposed to be assessed against his premises and the work for which such charge is being made.

(c) After such hearing, the Common Council shall affirm, modify and affirm or disapprove such assessments by resolution and shall cause a copy thereof to be published. Upon adoption and publication of such resolution, assessments made thereby shall be deemed final.

(d) The City Clerk shall mail notice of the amount of such final assessment to each owner of property assessed at his last-known address, stating that, unless paid within thirty (30) days of the date of the notice, such assessment will be entered on the tax roll as a tax against the property, and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such assessment.

229-16 APPEAL FROM ORDER OF THE CITY FORESTER.

(1) A person who receives an order from the City Forester and objects to all or part thereof may, within ten (10) days of receipt of order, notify the City Forester in writing of the nature of the objection and request a conference with the City Forester and Director of Public Works and Parks. The Director of Public Works and Parks shall schedule such a conference within ten (10) days of receiving the request. If the person objecting to the order wishes to further appeal the results of the conference, that person may, within ten (10) days of the conference, make a written request to appeal the order by requesting a hearing before the Hudson Urban Forestry Board. The board shall schedule a hearing of the appeal within fifteen (15) days of receiving the appeal. Within ten (10) days of the hearing, the Advisory Board shall notify the appellant of its decision in writing. The Advisory Board may affirm, cancel, or modify the order, in its discretion, to best conform such order to the intent of this ordinance. The decision of the Advisory Board shall become final after it is reviewed by the Common Council.

229-17 PROHIBITED ACTS REGARDING PUBLIC TREES AND SHRUBS.

(1) Injury to Public Trees and Shrubs Prohibited. No person shall, without written permission from the City Forester, do or cause to be done any of the following:

(a) Secure, fasten, or run any rope, wire, sign, electrical installation or other device or material to, around or through any public tree or shrub except in an emergency such as a storm or accident.

(b) Break, injure, mutilate, deface, kill, or destroy any public tree or shrub.

(c) Top or make topping cuts on any public tree.

(d) Permit any toxic chemical, gas, smoke, oil, or other injurious substance to seep, drain, or be emptied upon or about any public tree or shrub. Except routine winter street maintenance by City Departments.

(e) Excavate any ditch, tunnel, or trench, or lay any drive, sidewalk or other impermeable surface within the tree protection zone of any public tree or shrub.

(f) Erect, alter, repair, raze, or excavate within the tree protection zone of any public tree or shrub without placing suitable guards approved by the City Forester around such trees and shrubs which may be injured by such operations.

(g) Remove any guard, stake, or other device or material intended for the protection or support of any public tree or shrub.

(2) Obstruction of Signs, Signals, Travel. All trees and shrubs located upon any public way or upon any private premises adjacent to the public way shall be kept trimmed so that the lowest projecting branches provide a clearance height of not less than sixteen(16) feet above the travel portion of a public street, and not less than eight (8) feet above the public sidewalk. The City Forester may waive the provisions of this section for newly planted or naturally low-profile trees if he/she determines that they do not interfere with public travel, obstruct the light of any streetlight, obstruct the view of any traffic sign or signal, or endanger public safety.

229-18 PLANTING, REMOVAL, MAINTENANCE AND PROTECTION OF PUBLIC TREES AND SHRUBS.

(1) Permit Required. No person shall plant, remove, maintain or protect any public tree or shrub, or cause such work to be done without obtaining a written permit from the City Forester.

(2) Application and Approval. Any person desiring to plant, remove, maintain or protect any public tree or shrub shall apply in writing to the City Forester for a permit to do such work. Such application shall specify the location and description of the proposed work. If the City Forester determines that the proposed work is necessary and in accord with the purposes of this ordinance, taking into account the safety, health, and welfare of the public, location of utilities, public sidewalks, driveways and street lights, general character and aesthetic quality of the area in which the tree or shrub is located or proposed to be located, and the soil conditions and physiological needs of the tree or shrub, he/she shall issue a permit to the applicant.

(3) Permit Form, Expiration, Compliance, Inspection. Permits shall be issued by the City Forester on the standard form for this purpose and shall include a description of the work to be done and shall specify the genus, species, variety, size, grade, and location of trees or shrubs to be planted, if any. Any work done under such permit shall be performed in strict compliance with the terms thereof and with arboricultural specifications and standards. The City Forester may inspect all work performed pursuant to this section. Permits issued under this section shall specify an expiration date not to exceed six (6) months after the date of issuance.

(4) Permit Exemptions. No permit shall be required to water or fertilize any public tree or shrub or to take the necessary action to guard the public safety or clear the public way in the event of a storm, accident or other emergency.

Arboricultural Specifications and Standards. The following specifications and standards are hereby established for the planting, pruning, and removal of all public trees and shrubs within the city.

229-18 PLANTING

1. No street tree shall hereafter be planted which is less than one and one half (1½) inches in diameter at six (6) inches above the ground.
2. No street tree shall be planted closer than two (2) feet six (6) inches from the curb line or the street edge of the sidewalk.
3. No street tree shall be planted less than ten (10) feet from any driveway, fire hydrant, or curb stop, or within the designated clear-vision triangle (see definitions).
4. All street trees hereafter planted shall be spaced not less than twenty-five (25) feet apart except that a tree planted for the purpose of future replacement of an existing declining tree may be planted less than twenty-five (25) feet from the declining tree. The actual spacing, location and alignment of street trees shall be determined by the City Forester based on the mature size of the species to be planted and the specific site limitations.
5. Planting of trees in public areas and street trees shall be according to the City approved tree planting list as kept on file with the City Forester. The City Forester maintains a list of trees prohibited from planting.

229-19 PRUNING

- (1) All pruning of public trees and shrubs shall conform with the standards set forth in ANSI A300, most recent version.

229-20 REMOVAL

- (1) Trees shall be completely removed from the growing site and disposed of in the proper manner. Any person or firm engaged in the removal of any public tree or shrub shall have the necessary limits of insurance and shall be held liable for any injury or damage to persons or property.
- (2) Stumps and roots which elevate sidewalks and/or boulevards shall be removed from the growing site by grinding or other means to a depth suitable for the future planting of trees, shrubs, or turf. The hole created by removal of a stump shall be filled to the level of surrounding grade with mineral topsoil, tamped to prevent settling and seeded with mixture of grass species appropriate for the site.
- (3) Spraying, injecting, fertilizing, bracing, cabling or other arboricultural operations or treatments shall be performed in a neat and professional manner according to accepted arboricultural standards and in compliance with all laws governing the use of pesticides.

229-21 EMERGENCIES

- (1) If the City Forester, in the case of emergencies, such as windstorms, ice storms, insect/disease outbreaks or other disasters, may waive the requirements of this Ordinance so that private or public work to restore order in the City is in no way hindered.

229-22 SEVERABILITY

- (1) If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision will not affect the validity of any other section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.



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TO: Public Works Committee

FROM: Michael Mroz; Director of Public Works

DATE: November 5, 2019

SUBJECT: Review the draft standard operating procedures for the Urban Forestry program

BACKGROUND:

As part of the 2019 Wisconsin DNR Urban Forestry Grant, the City of Hudson hired Bluestem Forestry LLC to create standard operating procedure for the urban forestry program using the latest industry best practices. The reason for the SOP's is to aid in the decision-making process in regard to:

- a) Planting in the right of way
- b) Tree placement
- c) Tree size
- d) Trimming and Pruning practices
- e) Tree Removal criteria
- f) Emerald Ash Borer
- g) Storm Damage general procedures
- h) Property Line tree conflicts

The Hudson Urban Forestry Board has reviewed and revised the document to reflect current City of Hudson procedures.

ACTION REQUESTED:

Following review and discussion of the standard operating procedures, staff recommends approval, which will be used internally by staff and the Urban Forestry Board.

Urban Forestry Standard Operating Procedures

City of Hudson, Wisconsin

Tree Planting & Guidelines

Tree Planting Permit Application (PDF), as referenced in the Urban Forests Ordinance 229-18 (PDF). Included with the permit is the list of recommended boulevard trees (PDF) for plantings of trees, shrubbery, etc. on City Right of Ways, Park land, and/or all other city owned public land and the guidelines (PDF) for planting.

The Department of Public Works and Parks oversees the planting of boulevard and park trees throughout the city and coordinates with contractors and organization to implement tree planting projects.

Street trees are planted on boulevards that are a minimum of 60 inches wide and where street improvements are not pending. Trees are planted during the spring and fall and follow all current standards and specifications as outlined in ANSI A-300 Part 6. Forestry staff verifies the establishment of new trees within one year of planting with dead trees replaced by the contractor. Homeowners are allowed to plant a tree within their boulevard if approved by the city. The Tree Planting Permit Application must be approved and standards and specifications must be followed when planting.

Planting the right tree for the right location is crucial for the long-term survival of the urban forest. Tree selection is guided by the Director of Public Works and Parks as well as the Urban Forestry Board and based on the existing or proposed site conditions. Spring planting is recommended for species including Oaks, birch, hawthorns, serviceberry and red maple to ensure establishment and increase survival rates through the first winter.

The following criteria are followed as closely as possible by staff when determining tree placement:

- Trees are planted on boulevards that have a minimum width of 60 inches.
- Large, medium and small trees will not be planted closer than 40, 30, and 20 feet from each other respectively, unless the shape of the tree or project warrants a deviation in spacing.
- Trees that bear large fruit or nuts will be considered for planting in parks where fruit debris will not disrupt public safety nor require fallen fruit to be cleared off the ground.
- If trees on public property are growing too close to a potential new planting site and will hinder the development of a new tree, no new tree will be planted.
- When planting beneath overhead wires, selection of species will be made to minimize interference with those wires and to reduce maintenance needs.
- No trees will be placed within 30 feet of a stop sign, traffic sign or signal, nor within 15 feet of a streetlight.

- New trees will not be planted within 10 feet of a fire hydrant, driveway or utility pole.
- New trees will not be planted within 5 feet of identifiable underground gas utility or within 10 feet of an underground water utility.
- When possible, new trees will be planted near old stumps that have not yet been removed. However, due to woody material underground this is not always possible and decisions are left to the discretion of staff.
- Species diversity will be considered on the city scale, based on site conditions and selecting the right tree for the right location. Establishing a goal of limiting any single species to 10-20% of the total tree inventory encourages diversity and minimizes potential large-scale losses of urban trees due to insect damage or disease.
- In park areas where growing conditions are appropriate the use of native trees should be considered. This will provide genetic variation within the urban canopy as well as habitat for birds and wildlife.

Trimming/Pruning of Public or Park Trees

Public property trees are trimmed by the City of Hudson in accordance with national standards and care is taken to ensure the health of the trees. The reasons to prune a publicly owned tree include:

- To improve the health of the tree.
- To remove diseased or failing limbs.
- To correct growth defects.
- To removed dead limbs that could fall and cause damage or injury.
- To lesson interference with traffic, pedestrians and structures.
- To improve the aesthetic of trees.

Removal of Boulevard, Public or Park Trees

Reasons for removal include:

- Dead or declining health
- Disease or insect damage
- Unsound or damaged structure
- Invasive species
- Construction

Trees will not be removed:

- To improve a view
- If it blocks a commercial sign
- If tree roots have clogged a sewer line
- To eliminate the need to clean up leaves, small sticks or seeds that fall from the tree
- For reasons not associated with tree health

Notice of removal:

- Trees are marked for removal with a white paint mark on the trunk of the tree.
- Notice will be provided 48 hours prior to removal unless the tree has been deemed dangerous or for emergency situations.
- The final decision as to whether a tree is removed rests with the Director of Public Works and Parks.
- Actual removal may take place anywhere from a week after the original marking up to a year or longer.
- A door hanger on the owner/resident's front door will be left to inform the resident why the tree has been marked for removal. A door hanger is only left at the property where the marked tree resides.

Stump removal:

- The scheduling and number of stump removals done per year will be dependent upon the priority level of other forestry work and subject to available budgets.
- Utilities must be located prior to stump removal.
- Typically, stumps are removed by grinding them into wood chips, hauling the wood chips away, and backfilling the hole with soil.
- Stumps are removed when the ground is thawed and snow is sufficiently cleared.
- Stumps are generally not removed immediately following tree removal. They are typically removed within one calendar year after the tree is removed.

Removal of Nuisance and Dangerous Trees on Private Property

- Trees on private property that have been determined to be a nuisance, dangerous or unsafe are removed under the current code of ordinances.
- Notice will be provided, and 30 days given for the removal of the tree by the property owner. If the tree is not removed within the specified period, the city will remove the tree and assess the property for the expense of the tree removal.

Emerald Ash Borer

With the arrival of EAB management strategies have been put in place to slow the spread of the pest, avoid the development of hazardous conditions, and spread the costs of managing EAB over a number of years. Ash trees will be removed when the following criteria are met:

- Known and suspected infestations of EAB
- When 50% or more of the canopy is in decline
- Structured removals to reduce the ash tree population

Private property trees identified as having EAB will be subject to removal pursuant to city ordinance which gives the city the right to act on dangerous or nuisance trees.

Treatment through private tree care companies is an option for property owners with ash trees in the early stages of infestation or prior to infestation. This policy is applicable to private trees and boulevard trees. A property owner at their own expense may choose to chemically treat ash trees to preserve the health of the tree. Approval and notification of treatment of public boulevard trees must be received and approved by the Director of Public Works and Parks.

Storm Damage and Response

The City of Hudson provides response to tree damage and debris clean up with storm events on publicly owned land and public street rights of way. Storm management priority will depend on the severity of the storm event and will follow these general procedures:

- Assist with life threatening situations or tasks.
- Clear tree debris within the immediate vicinity of all major emergency response centers.
- Clear tree debris from emergency street corridors.
- Clear tree debris for the restoration of power.
- Clear tree debris from arterial street corridors.
- Clear tree debris from residential streets and/or alleys.
- Remove tree made dangerous due to storm damage.
- Removal of trees from structures.
- Removal of destroyed but non-threatening trees
- Clear tree debris in parks.
- Remove less threatening hanging limbs.
- Stump removal and replanting.

When storm damage is widespread or severe, additional staff or independent contractors may be retained to assist with clean up.

Property Line Trees

At times, a tree grows beyond the yard it was originally planted in, and limbs and root systems spread to an adjoining property. These can cause damage to sidewalks, driveways, garages, rooftops, and sewage and/or drainage pipes.

Courts have determined that a landowner owns all the space above and below his property, and if something invades either of those areas, it is his right to remove it. However, if harm is done to the tree when pruning or during root removal, a property owner could be found liable for damages. Notice shall be given to the tree owner prior to commencing work and a chance for the owner to correct the problem. Furthermore, one may not go onto the neighbor's property to perform said maintenance.

When a tree trunk is divided by the property lines of two or more landowners, it is referred to as a "boundary tree." In this case, all property owners own the tree and share responsibility for it. Tree removal without the consent of all the property owners is unlawful.



505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

TO: Public Works Committee

FROM: Michael Mroz; Director of Public Works

DATE: November 5, 2019

SUBJECT: Discussion on the fee structure for parking lot closure requests

BACKGROUND:

Every year, City staff, boards, and commissions review the fee table and make recommendations for adjustments. Staff recommends reviewing the current fee for parking lot rentals. Currently the fee to rent a parking lot in the City of Hudson is \$25.00 with a \$100.00 deposit.

With the installation and subsequent operation of the new parking system, staff recommends changing the fee structure to recoup lost revenues from closing a parking lot, especially now that all lots are pay lots. Instead of a flat rate for the day, staff recommends a per hour rental as event vary in duration. Attached is a breakdown of fees per hour for the eight different lots in the downtown. Staff counted the number of parking spaces available and multiplied by .50 to get an hourly rate. Staff recommends a maximum charge of eight hours per day.

ACTION REQUESTED:

Review the proposed changes to the parking lot rental fees.

PARKING LOT & PARKING SPACES
REQUEST TO CLOSE PARKING LOTS & USE OF SINGLE SPACES

| LOCATION | PARKING SPACES | HOURLY RATE PER SPACE | MAX HOURLY/Day |
|--|----------------|-----------------------|---------------------------------|
| Beach House Parking Lot (1st & Vine) | 102 spaces | \$.50/hour | \$50.00/hour \$400 max/day |
| Library Parking Lot (1st & Vine) | 39 spaces | \$.50/hour | @20.00/hour \$160 max/day |
| North Lot (Wells Fargo) | 63 spaces | \$.50/hour | \$32.00/hour \$256 max/day |
| North Lot Plaza (east/west alley between Locust & Vine) | 11 spaces | \$.50/hour | \$6.00/hour \$48 max/day |
| Phipps Lot (1st & Locust) | 57 spaces | \$.50/hour | \$29.00/hour \$456 max/day |
| City Hall (505 Third Street) | 32 spaces | \$.50/hour | \$16.00/hour \$128 max/day |
| Williams Lot Large | 47 spaces | \$.50/hour | \$31.00/hour \$192 max/day |
| Williams Lot Large | 14 spaces | \$.50/hour | \$7.00/ hour \$56.00 max/day |
| Boat Launch Lot (1 st & Buckeye Street) | 40 spaces | \$.50/hour | \$20.00/hour \$80 max/day |
| Single spaces | 1-each | | \$5 per day |



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TO: Public Works Committee

FROM: Michael Mroz; Director of Public Works

DATE: November 5, 2019

SUBJECT: Discussion and possible action on the addition of School Speed Limit signage on Oak St.

BACKGROUND:

At their November meeting, Public Safety recommended installing School Zone Speed Limit signage on Oak St. adjacent to the Hudson High School to address reoccurring traffic and pedestrian concerns from residents that live there. State Statute 346.57(4)(b) sets the speed limit at 15 miles per hour for locations marked as a school crossing whenever a child is present, whenever a crossing guard is within the crosswalk or whenever a crossing guard is in the roadway placing or removing temporary traffic signs or cones. Vine St. already has these installed.

FUNDING SOURCE:

Funding for the signage will come from the Public Works operating budget; street signs.

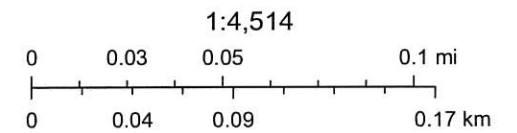
ACTION REQUESTED:

Review and approve the installation of School Zone Speed Limit signage on Oak St. adjacent to the Hudson High School

City of Hudson, WI



11/8/2019, 8:39:59 AM



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus

USDA FSA, DigitalGlobe, GeoEye |